Minimum Keyword Requirements for CDR

Keyword	Format	Maximum Length	Description	Example
Case Number	Alphanumeric No OnBase mask characters may be saved (ex. –, 0, S)	40	The official CMS reference number for case	S1100CV2010901234
Doc StorageID	Numeric	20	Uniquely identifies a document in a court as tracked by the CMS. This is not the OnBase document handle.	123456789
Restricted	Alphanumeric	1	Security level of document	Y or N
Sealed	Alphanumeric	1	Security level of document	Y or N

Not Required for CDR but must Conform to Standard When Used for CDR

Keyword	Format	Maximum Length	Description	Example
Category	Alphanumeric	25	The classification of a case made by a court and tracked by the CMS	Criminal, CR, Crim Civil, CV, Civ Marriage, TR, Traffic
Event Code	Alphanumeric	20	A CMS code that is attached to the event that describes the general nature of the event and the associated document.	0123
Filing Date	Date	N/A	Date document was filed	01/23/2010
Received Date	Date	N/A	Date document was 'received stamped'	01/01/2010
Sequence	Numeric	9	Identifies the relative order of events that occurred on the same date	1 2 3 4

Additional keywords may be used for local purposes; standards above affect CDR documents only.

Approved by COT's Technical Advisory Council, August 6, 2010